



**City of Wilmington**  
James M. Baker, Mayor

Louis L. Redding City/County Building  
800 French Street  
Wilmington, Delaware 19801-3537

[www.WilmingtonDE.gov](http://www.WilmingtonDE.gov)

## CONSTRUCTION SUPERVISOR

WE ARE AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**SALARY GRADE:** "P" - \$49,409 per year to \$59,716 per year

**MINIMUM QUALIFICATIONS:** Completion of two years of college-level course work with emphasis in engineering, construction or related field work supplemented by technical training in computer aided drafting; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Possession of a valid State of Delaware driver's license and must have a good driving record.

**REQUIREMENT(S):** Must pass a criminal background investigation, pre-employment physical, and drug test. Must possess and maintain a valid driver's license and a good driving record. Must be able to work overtime, shift work, or standby as required. An Approved Sampler/Tester endorsement from the Delaware Office of Drinking Water is desirable.

**NATURE OF WORK PERFORMED:** Performs semi-professional civil engineering work in connection with the inspection of various Public Works Department projects; does related duties as required. The work of this class involves performing detailed inspection of various projects to ensure compliance with contract specifications. Provides "Miss Utility" field mark outs. Documents changes to the Sewer and/or Water utility. Oversees the work and assignments of the Construction Inspectors and reports to the Assistant City Engineer or City Engineer.

**EXAMPLES OF WORK PERFORMED (Illustrative Only):** Coordinates schedule of contracts for field inspections and review. Interprets plans and specifications for various Public Works contracts. Inspects construction performed by private contractors for adherence to plans and specifications. Inspects the quantity and quality used on these projects. Ensures contractors use proper safety techniques and are in compliance with OSHA requirements. Maintains complete and accurate records on each construction project. Supervises, reviews, and assists the work of other inspectors. Responsible for Kronos Timekeeping input and approval. Performs all related work as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of materials, practices, and equipment used in construction of roads, sewers, and water lines. Ability to read and interpret civil engineering plans and blueprints. Ability to utilize a tablet PC or similar device to produce sketches required for location of existing utilities. Ability to establish and maintain effective working relationships with various outside contractors, utilities, and the public. Knowledge of mathematics required for computation of materials and quantities for reviewing estimates and invoices. Knowledge of Microsoft Office software and Kronos Timekeeping systems. Knowledge of AutoCAD and Geographic Information Systems (GIS) is desirable.

### **OPEN COMPETITIVE**

**VACANCY: DEPARTMENT OF PUBLIC WORKS**

**CITY RESIDENCY REQUIRED WITHIN SIX MONTHS OF EMPLOYMENT**

**APPLICANTS MUST APPLY NO LATER THAN CLOSE OF BUSINESS (5:00 P.M.): MARCH 3, 2010**

**APPLY: CITY OF WILMINGTON – DEPARTMENT OF HUMAN RESOURCES**

City/County Building, 800 French Street

Wilmington, Delaware 19801 - Telephone: (302) 576-2460

[www.WilmingtonDE.gov](http://www.WilmingtonDE.gov)